



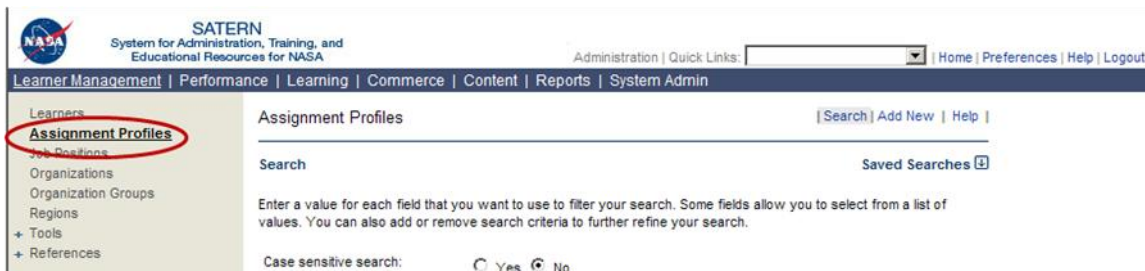
## Admin Job Aid: Creating an Assignment Profile to Allow a Detailed Employee to View the Host Center Catalog.

Note: This can only be accomplished by an Administrator that has both “RA-1” and “View Other Center Learner” workflows

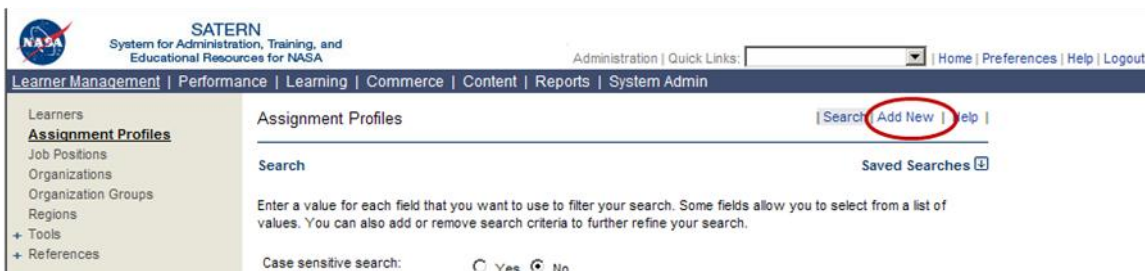
1. Sign into SATERN at <https://satern.nasa.gov> under the Administrator Login using the RA-1 Role
2. Look up the Learner’s User Name and Domain through Learner Management>Learners>Search and record the Learner’s User Name and Domain for use later in this Job Aide. Repeat step 2 if there is more than one learner you are giving catalog access too.
3. Left mouse click on Learner Management



4. Left mouse click on Assignment Profile



5. Left mouse click on Add New



6. Complete fields Assignment Profile ID, Description, Domain and E-mail address and left mouse click on Add. **Note: Make sure you put this in your Center Domain.**



NASA SATERN System for Administration, Training, and Educational Resources for NASA

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> Add New

Add New Assignment Profile

\* = Required Fields

\* Assignment Profile ID: GRC-DETAIL-CATALOG-ACCESS

Description: Assignment Profile to Allow Detailed Employee

\* Domain: GRC

Email: john.smith@nasa.gov

Add Reset

7. Left mouse click on the Attribute Tab

Role Review

Summary Domains Attributes Curricula Cpty Profiles Catalogs

Edit the Assignment Profile

8. Enter "1" in the Group Field, Change Attribute Field to "User Name" from the drop down menu, leave Operator field as "Matches" and left mouse click on the Add button.

Role Review

Summary Domains Attributes Curricula Cpty Profiles Catalogs

Edit the Assignment Profile

Add an Attribute to the Assignment Profile

Enter Attribute or [add one or more from list](#)

Group Attribute Operator

1 User Name Matches

Add

9. Left mouse click on the "Values" link.

Select All / Deselect All

Group	Attribute	Operator	Values	Remove
1	User Name	Matches	Values	<input type="checkbox"/>

Select All / Deselect All

10. Enter the user name in the "Value" that you recorded in Step 2 and left mouse click on the "Add" button. Repeat step as necessary if you are adding more than one learner.

Add an Attribute Value

Enter Attribute value or [add one or more from list](#)

Value

Add

11. Left mouse click on the Domains tab.



Role Review  
Summary **Domains** Attributes Curricula Cpty Profiles Catalogs  
Edit the Assignment Profile

12. Enter the Domain in the “Domain ID” field that you recorded in step 2 and left mouse click on the “Add” button. Repeat step as necessary if you are adding more than one Domain.

Role Review  
Summary **Domains** Attributes Curricula Cpty Profiles Catalogs  
Edit the Assignment Profile  
[Add a Domain to the Assignment Profile](#)  
Enter Domain ID or [add one or more from list](#).  
Domain ID:

13. Left mouse click on the “Catalogs” tab.

Role Review  
Summary Domains Attributes Curricula Cpty Profiles **Catalogs**  
Edit the Assignment Profile

14. Left mouse click on the “add one or more from list” link. Note: If you already know the catalog ID, you can enter directly in the “Catalog ID” field and left mouse click on the “Add” button.

Role Review  
Summary Domains Attributes Curricula Cpty Profiles **Catalogs**  
Edit the Assignment Profile  
[Add Catalog to the Assignment Profile](#)  
Enter Catalog ID or [add one or more from list](#).  
Catalog ID:

15. Enter your search criteria in the appropriate fields and left mouse click on the “Search” button.

16. Select the catalog you want the learner to have access to and left mouse click on the “Add” Button.

Catalog ID	Description	Add
GRC-CODE C	GRC-CODE C CATALOG	<input type="checkbox"/>
GRC-CODE X	GRC-CODE X CATALOG	<input type="checkbox"/>
GRC-SMEP	Space Missions Excellence Program	<input type="checkbox"/>
GRC_CATALOG	Glenn Research Center	<input checked="" type="checkbox"/>
GRC_CS	GRC CIVIL SERVICE EMPLOYEES ONLY	<input type="checkbox"/>
GRC_LC_Catalog	GRC Learning Center Catalog	<input type="checkbox"/>
GRC_OEOP	Office of Equal Opportunity Programs	<input type="checkbox"/>

17. You have now completed all the necessary tabs to give a detailed employee access to your Center catalog. At the top of the Assignment Profile a status will be displayed. If status is “Propagation Required, left mouse click the “Propagate Assignment Profile” button and schedule the propagation. Note: Propagation can only be scheduled between the hours of 00:01 a.m. and 5:00 a.m., Monday through Friday or anytime Saturday or Sunday.

Additional Notes:



1. The Administrator will have to go in and manually remove the learner from attribute tab once access is no longer needed.
2. This does not affect the approval process. The learner is still assigned to their home organization and approvals will go through their Center's approval process if they register for a course.
3. Additional learners may be added to this profile anytime using the same steps above. After propagation, the catalog will not show up to the learner until the daily APM runs which is currently scheduled daily at 8:00 a.m. EST.